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DDA QUARTERLY - 1st Qtr FY 85

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Office of Logistics First Quarterly Review

FROM:
Planning Officer
IMSS/OL

EXTENSION NO.

DATE
13 APR 1985

TO: (Officer designation, room number, and building)

DATE
RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1
25X1

25X1

1. C/IMSS

4/15 4/15 *ATZ*

The attached Memorandum for the Record on the First Quarterly Review is attached for your information.

2. ~~AEO/OL~~

3. EO/OL

16/4 *AK*

It was coordinated with the presenters prior to finalization by DA/MS.

4. DD/OL

7/16 *m*

5. D/L

H



7. IMSS

8.

9.

10.

11.

12.

13.

14.

15.

SECRET

20 March 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics First Quarterly Review

1. The Office of Logistics (OL) First Quarterly Review for FY 1985 was held on 13 February 1985 at 0930 hours. Mr. Henry P. Mahoney, Director of Logistics, opened the session by greeting all attendees. He immediately introduced the first speaker on the agenda, [REDACTED]

2. [REDACTED] provided the audience with updates on the OL Recruitment Program and the Student Intern Project. He began by stating that OL recruitment in FY 1984 did not produce a well balanced occupational mix. Consequently, the office completed the fiscal year at two under allotted ceiling and is currently in need of qualified contract officers, engineers, and printing and photography specialists. As a result, two OL careerists have been appointed to work on office recruitment needs. They will serve as a focal point for all prospective OL employees and will assist the Office of Personnel in tracking the 120-day processing cycle.

3. Regarding the Student Intern Project, [REDACTED] explained that a Logistics co-op program at George Mason University is scheduled to begin in the fall of 1985. OL has been attempting to develop variations of the co-op theme by possibly having students work part-time on a regularly scheduled basis, or putting students on a work course at the end of their sophomore year. Real Estate & Construction and Supply Divisions each have two positions identified for prospective candidates. OL will continue to follow up with George Mason and the University of Maryland to develop and finalize a meaningful co-op program. Furthermore, [REDACTED] said that tuition availability is a large selling point in any co-op program and OL will be pursuing options in this area.

4. Next, [REDACTED] spoke on the establishment of a Configuration Management System. He stated that a series of meetings were held in OL during the reporting period to discuss the configuration management approach. This approach will allow for centralized control of major changes in the Headquarters buildings and will enforce control on changes to facilities which support critical operations. [REDACTED] explained the roles and responsibilities of the Senior and Secondary

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25X1 Configuration Control Boards and said that qualifying projects would be reviewed by these boards. Mr. Fitzwater suggested a sensitivity to flexibility be exercised to ensure the authoritative body doesn't begin micro-managing the system. He said a flexibility in the organization has to be present for individuals to do their jobs. [redacted] concluded by stating that further definition will be developed about the levels of control to be exercised by the respective boards. To advance the implementation of CM, the first meeting of the Headquarters Management Board has been scheduled for 4 March 1985.

25X1 5. Improving Vendor Delivery was the next topic on the agenda, and [redacted] explained that a paper was submitted in the summer of 1984 indicating a need for a better standard relative to vendor delivery and performance. A branch has now been established within the OL Procurement Division to handle contracts specifically with vendors. The branch will closely monitor performance and delivery and will be tracking the twenty worst offenders. A plan of action on how to cope with violators and other vendor problems will be formulated and reported on later in the year.

25X1 6. [redacted] the final speaker of the morning, reported on the status of external buildings. He explained that the Headquarters Operations, Maintenance & Engineering Division (HOME) recently transferred the responsibility for external buildings to the OL Real Estate and Construction Division (RECD). Along with the basic transfer, RECD received 300 pending work requests, many of which had to be revalidated. This backlog, plus the increasing number of jobs received daily, resulted in the following internal efforts:

a. The development of a two-phased effort to handle backlog, contract design and project officer implementation of alterations and repairs.

b. The Field Engineering Branch (FEB) is responsible for large engineering projects.

c. Project officers assigned to EBOB are responsible for small projects and installations

d. A tracking mechanism for work orders was created.

Additionally, OL is utilizing a delegation of authority from GSA to allow CIA to deal directly with building owners to handle Agency alteration needs.

25X1 7. Following [redacted] presentation, Mr. Mahoney's final comments
25X1 included background on [redacted] space allocation and the

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escalation of secure printing requirements (especially from the Directorate of Intelligence [DI]). He said the DI should provide a full list of documents, the number of pages, and the frequency of printing in order for OL to properly prepare and stamp the publications. Mr. Mahoney then adjourned the session at 1100 hours.

25X1



25X1

DDA/MS: [redacted] ; 20Mar85

- Orig - File
- 1 - DDA Chrono
- 1 - DDA/MS Chrono
- 1 - D/OL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics (OL) First Quarterly Review for FY 85

STAT	<input type="text"/>	EXTENSION	NO.
STAT	OL/IMSS		
			DATE
			22 Mar 85
	TO: (Officer designation, room number, and building)	DATE	
		RECEIVED	FORWARDED
STAT 1.	<input type="text"/>		
STAT 2.	C/P&TS/OL <input type="text"/> <i>rec'd 3/25</i>		
STAT 3.	<input type="text"/>		
STAT 4.	OL/HOME 3E14 HQ <i>rec'd 3/25</i>		
STAT 5.	<input type="text"/>		
STAT 6.	OL/PD <input type="text"/>		
STAT 7.	<input type="text"/>		
STAT 8.	OL/RECD <input type="text"/> <i>rec'd 3/22</i>		
STAT 9.	<input type="text"/>		
STAT 10.	OL/IMSS <input type="text"/>		
STAT 11.			
STAT 12.			
STAT 13.			
STAT 14.			
STAT 15.			

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

I thought you would like the opportunity to review the DA Management Staff's draft report of the OL Quarterly Review of 13 Feb. Please make whatever changes you feel are necessary on the paragraphs pertaining to your presentations and return to me by 28 Mar.

Edie

AGENDA
OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE
13 FEBRUARY 1985 - 0930 HOURS

STAT

OPENING REMARKS HENRY P. MAHONEY
D/L

STAT INITIATE A RECRUITMENT PROGRAM AND DEVELOP A STUDENT INTERN PROGRAM
P&TS/OL

STAT ESTABLISH A CONFIGURATION MANAGEMENT SYSTEM
HOME/OL

STAT IMPROVE VENDOR DELIVERY
PD/OL

STAT STATUS OF EXTERNAL BUILDINGS
RECD/OL

CLOSING REMARKS HENRY P. MAHONEY
D/L

Office: OL/P&TS O — Scheduled
 Objective Statement: Initiate a recruitment program to ensure that OL is at authorized ceiling in all critical areas on 30 September 1985. X — Actual
 Responsible Officer:
 Significant Funding Amount: \$_____ FY_____
 Quarter Ending: 31 December 1984

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify OL careerist who will serve as recruitment focal-point officer in P&TS.	0	X										
2. Develop a systemic program for tracking and follow-up of applicants from initial OL interest to in process by OP and EOD.			OX									
3. Actively recruit candidates for processing and eventual EOD in OL. (Progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)	OX					0			0			0

Office: OL/P&TS
 Objective Statement: Develop a student intern program as a recruitment tool
 Responsible Officer:
 Significant Funding Amount: \$ ----- FY --
 Quarter Ending: 31 December 1984

○ — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Brief D/E OP student coordinator on proposed program.	0X											
2. Identify areas within OL where student interns could be utilized.		0	X									
3. Contact/brief student programs officers at local universities on program.	0X			X	X							
4. Prepare report to D/E OP regarding outlining intern program.		0				0						
5. Actively recruit intern candidates for processing and eventual EOD (progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)			0			0			0			0

Office: OL/HOME/CCMS
 Objective Statement: Establish a Configuration Management System
 Responsible Officer: [Redacted]
 Significant Funding Amount: [Redacted] FY 85
 Quarter Ending: 31 December 1984

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define the CM roles and responsibilities, levels of authority, and control elements within the CM function. (contractor)	OX											
2. Secure management approval to implement a configuration management (CM) system.		O---X										
3. Identify CM boards and areas of responsibility for each board.			O---X									
4. Identify baseline documents to be controlled by the system.				O								
5. Set up CM staff organization:												
a. Define staff responsibilities					O							
b. Identify personnel and assign tasks					O							
6. Establish CM staff operating procedures.						O						
7. Convene boards and constitute authority:												
a. Approve charter and CM plan							O					
b. Place baseline documents under control							O					
8. Complete baseline documents.												O

Office: PD/OL
 Objective Statement: Improve Vendor Delivery
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY
 Quarter Ending: 31 December 1984

○ — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Prepare paper on resources and actions needed. Initiate program for administering contracts in respect to vendor late deliveries.			0-----X									
2. Task IMSS and ODP to devote programming resources to restructure CONIF/ICS Data Base to produce late delivery data in useable format.			0-----0X									
3. Obtain D/OL approval to establish CA&SB. Prepare position descriptions. Obtain PMCD review.						0						
4. Identify and make ready space to accommodate CA&SB staff of five FT and eight PT employees.										0		
5. Develop list of "worst offender" vendors.				0X								
6. Pending full staffing of CA&SB, take corrective action with "worst offender" vendors.						0			0			0

Output from: recdebo# 1 "Status External Buildings Projects"

Work Order No. : 85-0022
 Work Order Date : / /
 Date Logged EBOB : 10/02/84
 Work Requested : Repair bulletin brd & venetian blind
 Location (Bldg/Rm #): Ames 1207 & 1205
 Requesting Component: DDA OIS
 Action to :
 Action requested:
 Date : / /
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : 11/08/84
 Cancelled : / /
 Total Cost :
 Remarks : W0 undtd

Status External Buildings

Work Order No. : 85-0023
 Work Order Date : / /
 Date Logged EBOB : 10/02/84
 STATWork Requested : install 1 surface mtd door release
 & 3 release buttons; 1 button no buzzer inside door

Location (Bldg/Rm #): Ames 815 & 816
 Requesting Component: DDA OIS
 Action to : Domin Mgmt
 Action requested: estimate
 Date : 12/10/84
 Returned : 12/29/84
 Estimated Cost : 465
 Accepted (Y/N) : Y
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks :

Status External Buildings

Work Order No. : 85-0027
 Work Order Date : 10/01/84
 Date Logged EBOB : 10/02/84
 Work Requested : Modify room
 Location (Bldg/Rm #): Ames 71b
 Requesting Component: DDA OL
 Action to : OS/Domest Secur
 Action requested: approval
 Date : 12/10/84
 Returned : 12/19/84
 Estimated Cost :
 Accepted (Y/N) : Y
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks :

Status External Buildings

Work Order No. : 85-0027
 Work Order Date : 10/01/84

Output from: recdebo# 1 "Status External Buildings Projects"

Date Logged EBOB : 10/02/84
 Work Requested : Modifications-remove wall & conduits for tele & phone; install wall; lock; conduit; outlet; patch & paint
 Location (Bldg/Rm #): Ames 71b
 Requesting Component: DDS&T ORD
 Action to : Domin Mgmt
 Action requested: estimate
 Date : 01/09/85
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : Security approval-install locks 12/19/84
 2-way 1/8/85 fr.R&D Logs

Status External Buildings

Work Order No. : 85-0028
 Work Order Date : 10/01/84
 Date Logged EBOB : 10/02/84
 STAT Work Requested :
 Location (Bldg/Rm #): Ames 602 606 611
 Requesting Component: DDS&T ORD
 Action to :
 Action requested:
 Date : / /
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : was 82-1745 - Security survey June 82
 needs drawings

Status External Buildings

Work Order No. : 85-0038
 Work Order Date : 10/04/84
 Date Logged EBOB : 10/05/84
 Work Requested : Convert to VTR
 Location (Bldg/Rm #): Ames 404
 Requesting Component: DDS&T ORD
 Action to : OS/Physical Sec
 Action requested: survey*
 Date : / /
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : *Memos dtd 5/15/84; 5/21/84 fr C/PSD & C/Safety Staff
 re survey; to ADS 10/26/84

Status External Buildings

Work Order No. : 85-0039

Output from: recdebo# 1 "Status External Buildings Projects"

Work Order Date : 10/01/84
 Date Logged EBOB : 10/05/84
 Work Requested : Overhead lights
 Location (Bldg/Rm #): Ames 305
 Requesting Component: DDS&T FBIS
 Action to : Dominion Mgmt
 Action requested: estimate
 Date : 12/20/84
 Returned : 12/29/84
 Estimated Cost : 270
 Accepted (Y/N) : Y
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : 2-way FEB for survey 11/26/84

Status External Buildings

Work Order No. : 85-0051
 Work Order Date : 10/10/84
 Date Logged EBOB : 10/10/84
 Work Requested : Replace ceiling drywall
 Location (Bldg/Rm #): Ames 31b
 Requesting Component: DCI
 Action to :
 Action requested:
 Date : / /
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : 10/20/84
 Cancelled : / /
 Total Cost :
 Remarks :

Status External Buildings

Work Order No. : 85-0057
 Work Order Date : 10/10/84
 Date Logged EBOB : 10/10/84
 Work Requested : GSA major - overtime utilities - funding for FY 85 1st
 tr 1 Oct 84-31 Dec 84
 Location (Bldg/Rm #): Ames
 Requesting Component: DDA 0L
 Action to : GSA major
 Action requested: O/T utilities
 Date : 10/10/84
 Returned : / /
 Estimated Cost : 18,900
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost : 18,900 cy 3
 Remarks : cy 3 (see 85-0332 for 1 Jan 85-31 Mar 85 funding)

Status External Buildings

Work Order No. : 85-0077
 Work Order Date : 10/09/84
 Date Logged EBOB : 10/11/84

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.</p> <p>The Work Order No. should be used in any reference to the work requested.</p>		
FROM:		
External Bldg Ops. Br/RECD/OL		
ROOM NO.	BUILDING	

FOI 1 FEB 55 241 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

STAT

85-0438

REQUEST FOR LOGISTICS SERVICES

85-0438

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION Chief, Real Estate & Construction Division

Service Requested:

STAT

Paint up, clean up and renovation of [redacted] physical space. We want to renovate this space to enhance our image and provide more interviewing rooms to increase office productivity.

REC'D
C _____
DC _____
2EX _____
SA _____
C/REP _____
RO _____
C/FEngB _____
PE _____
1C/ [initials] _____
PE _____

Attachment Yes No

Deadline Date, if applicable

17 JAN 1985

ASAP

Justification:

We are short of interviewing rooms to accommodate the volume of applicants. We are renting hotel rooms to interview. This will provide greater convenience and result in cost benefits.

Special Considerations, if any:

Special consideration should be given to how we rearrange the space to get the greatest number of interviewing rooms and provide adequate work space. Specifically, we want to add at least one more interviewing room.

STAT
STAT

Location where work is to be performed (room no. & bldg.)

G03 Ames Building

Cost Center

Tel. Ext.

STAT

Date of Request

10 January 1985

(Dir., Off., & Div.)

OP/E/ROD

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.</p> <p>The Work Order No. should be used in any reference to the work requested.</p>		
FROM:		
External Bldgs. Ops Br/RECD/OL		
ROOM NO.	BUILDING	EXTENSION
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

STAT

Barb

REQUEST FOR LOGISTICS SERVICES

85-0000

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : OL/RECD/EBOB

Service Requested:

PLEASE INSTALL ELECTRICAL OUTLET. 115 V.

RECD
 C _____
 DC _____
 2 EX AS
 SA _____
 C/REB _____
 RO _____
 C/FEngB _____
 PE _____
 / C/EBOB
 PE _____
 FILE _____
 11 FEB 1985

Attachment Yes No

Deadline Date, if applicable
ASAP

Justification:

INSTALLATION OF SMALL TABLETOP XEROX MACHINE.

Special Considerations, if any:

DIRECTOR OF PERSONNEL OFFICE

Location where work is to be performed (room no. & bldg.)	Contact Official	Cost Center	Tel. Ext.
---	------------------	-------------	-----------

Date of Request	Requesting Official
5 FEB. 1985	

STAT
STAT

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.</p> <p>The Work Order No. should be used in any reference to the work requested.</p>		
FROM:		
External Bldgs. Ops Br/RECD/OL		

STAT

FORM NO. 241
1 FEB 55

WHICH MAY BE USED.

47)

Page Denied

Next 1 Page(s) In Document Denied

2

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Logistics FY 85 First Quarterly Planning Conference				
FROM: <input type="text"/> Chief, Information and Management Support Staff, OL		EXTENSION <input type="text"/>	NO. OL 4007 85	DATE 9 JAN 1985
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/NBPO/OL 73E40 Headquarters				
2. C/B&FB/OL <input type="text"/>				
3. C/P&TS/OL <input type="text"/>				
4. C/PMS/OL <input type="text"/>				
5. C/SS/OL 2G10N				
6. C/HOME/OL 3E14 Headquarters				
7. C/P&PD/OL 158 P&P Building				
8. C/PD/OL <input type="text"/>				
9. C/RECD/OL <input type="text"/>				
10. C/SD/OL <input type="text"/>				
11.				
12.				
13.				
14.				
15.				

STAT
STAT

STAT
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STAT
STAT

6 JAN 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance, and
Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM:
Chief, Information and Management Support
Staff, OL

SUBJECT: Office of Logistics FY 85 First Quarterly
Planning Conference

1. The Office of Logistics FY 85 First Quarterly Planning Conference with the DDA has been scheduled for 13 February 1985, 0930 hours, Status reports on selected FY 85 Directorate-Level Objectives will be presented by the responsible project officers. A dry run presentation to the Director of Logistics has been scheduled for 7 February, 1400 hours, The agenda for both the dry run and conference is attached.

2. Objective presentations to the DDA should not exceed five minutes and should cover the accomplishment of activities scheduled for the first quarter FY 85. At a minimum, an updated milestone chart will be used as a visual aid. Please provide updated milestone charts, for those objectives on the Agenda to IMSS by 1 February 1985. Presentations on subjects other than MBOs should cover the status and activity on the assigned topic. Responsible officers are encouraged to use photographs, viewgraphs, charts, etc., to supplement their oral presentations to the DDA.

OL 4007 85

SUBJECT: Office of Logistics FY 85 First Quarterly Planning Conference

3. In addition to the above, first quarter updates of "FY 1985 Office-Level Objectives" will be presented to the Director of Logistics at upcoming staff and division biweeklies, scheduled as follows:

SD	28 January	0900 Hours
SS	28 January	1030 Hours
P&PD	29 January	0930 Hours
PD	30 January	0900 Hours
PMS	30 January	1000 Hours
RECD	4 February	0900 Hours
HOME	5 February	0930 Hours
IMSS	6 February	0900 Hours
NBPO	7 February	0930 Hours

4. We have attached listings of "FY 1985 Directorate-Level Objectives" (Attachment B) and "FY 1985 Office-Level Objectives" (Attachment C) for easy reference. You should refer to the OL Five-Year Plan for a list of all objectives through FY 1989.

5. Questions concerning the Quarterly Planning Conference or the biweekly presentations should be directed to

Attachments
As stated

Distribution:
Orig - Addressee w/att
1 - IMSS/official w/att ✓
1 - IMSS/chrono w/o att
1 - OL Reader w/o att
OL/IMSS/ATZ:11/3131 (9Jan85)

STAT
STAT

AGENDA

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

13 FEBRUARY 1985 - 0930 HOURS

[Redacted]

STAT

Opening Remarks Daniel C. King
D/L

STAT

Initiate a Recruitment Program [Redacted]
P&TS/OL

STAT

Establish a Configuration Management System [Redacted]
HOME/OL

STAT

Update on Cafeteria Renovation [Redacted]
HOME/OL

STAT

Improve Vendor Delivery [Redacted]
PD/OL

STAT

Status of External Buildings [Redacted]
RECD/OL

CLOSING REMARKS Daniel C. King
D/L

FY 85 DIRECTORATE LEVEL OBJECTIVES

New Building Project Office (NBPO)

- New Building Construction (Office level)*
- Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers* (Office level)
- Develop a Transportation Plan for the Operation of the Consolidated Headquarters (Office level)
- Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs (Office level)

Information and Management Support Staff (IMSS)

- Establish Overseas Personal Computer Capabilities* (Office level)
- Develop and Implement the Logistics Integrated Management System (LIMS)* (Office level)

Personnel and Training Staff (P&TS)

- Initiate a Recruitment Program to Ensure That OL is at Ceiling in All Critical Areas on 30 September 1985. (Office level)
- Develop a Student Intern Program as a Recruitment Tool (Office level)

Procurement Management Staff (PMS)

- Convert General Provisions Used in Agency Contracts from DAR to FAR* (Office level)

Security staff (SS)

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Establish a Configuration Management System (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

STAT

FY 85 DIRECTORATE LEVEL OBJECTIVES

- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS* (Office level)
- Implement the DDA's Quality of Life Program at Headquarters Building* #(Office level)
- Implement the Agency Takeover of M&O of Headquarters Facilities from GSA* (Office level)
- Identify a Specific Orientation, Training Campaign That will Enhance the Service-Oriented Image of the Office of Logistics (Office level)
- Establish a Centralized OL Support Center (Office level)

Printing and Photography Division (P&PD)

- Complete Implementation of P&PD Prepress System Basic Operating Capability (2-year project)* (Office level)
- Explore Available and Emerging Methods for Improved Document Control (Office level)
- Conduct a Base Line Survey of all P&PD Requirements and Establish Benchmarks For Current Capability. The results of the survey will be used to gauge anticipated impact of the opening of the New Headquarters Building and to categorize work as a potential for contracting out (Office level)
- Provide Electronic Interfacing for Computer Graphics Enhancements Between VM and P&PD Graphic Design Recorders. (Office level)

Procurement Division (PD)

- Improve Vendor Delivery (Office level)
- Enhance Current Efforts to Reduce Contract Settlement Backlog --joint MBO with OF (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

STAT

FY 85 DIRECTORATE LEVEL OBJECTIVES

Real Estate and Construction Division (RECD)

- Continue with Design and Major Construction for General Upgrading and Expansion [] (Office level)

[]

Supply Division (SD)

- Examine Agency Type II Property Accounting System--joint with OF and IG (Office level)
- Consolidate Agency Repair and Return (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

STAT
STAT

FY 85 OFFICE LEVEL OBJECTIVES

Information and Management Support Staff (IMSS)

- Study Feasibility of Providing Interim LIMS Capability Overseas in Advance of MERCURY+

Personnel and Training Staff (P&TS)

- Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984)
- Upgrade of OL Personnel Soft Files
- Upgrade Wang Training and Utilization

Procurement Management Staff (PMS)

- Study of Agency Procurement System by Outside Contractor

Security Staff (SS)

- Update of Standard Security Procedures for Contractors Security Manual
- Upgrade Wang Training and Utilization

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Renovate and Refurnish Courier Lounge Within the Mail and Courier Section
- Upgrade Exhibit Corridor (1D HQ) with Safer, Sturdier Equipment
- Hire Cooperative Students for Training in the EDR
- Implement Corrective Action to Customer Surveys in HOME*
- Institute a Program to Have Personnel in Agency Buildings Take More Pride in their Working Areas and Buildings
- Resolve the Problem of the DCI Portraits*
- Study on Improved Classified Waste Disposal System

*Carried over from FY 1984
+Cancelled
#Completed

FY 85 OFFICE LEVEL OBJECTIVES

- Examine, Determine, and Assign Relative Responsibility for M&O of External Facilities--joint MBO with RECD

- Upgrade Wang Training and Utilization

Printing and Photography Division (P&PD)

- Develop and Implement an Automated Maintenance System for P&PD
- Evaluate Feasibility of an Automated Waste Paper Disposal System
- Explore Optical Digital Data Disk (OD³) Requirements and Capabilities
- Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community by Making Foreign Standards Conversion Service Available
- Continuation of Quality Circles Program*

Procurement Division (PD)

- Develop and Provide Guidance Relative to the Standardization of Specifically Identified Items in the Agency
- Upgrade Wang and Delta Data Training and Utilization

Real Estate and Construction Division (RECD)

-
- In Conjunction with NBPO and HOME, Ascertain which Leased Buildings will be Retained/Relinquished and Proposed Agency Occupants Thereof Once New Headquarters Building is Complete
 - Conduct the Necessary Planning and Contract for the Acquisition, Design, and Direct Construction Modification to External Buildings to be Retained
 - Continue with Staffing of DDO Requirements/Implementation Facilities Group

*Carried over from FY 1984
#Cancelled
#Completed

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- Obtain A&E Contractors to Supplement Agency Engineering Resources in Order to Facilitate Design and Construction of [redacted] Facilities Requirements in the Field

[redacted]

- Automate and Modernize RECD with Wang Equipment and Systems Furniture
- Examine, Determine and Assign Relative Responsibility for M&O of External Facilities--joint with HOME.
- Upgrade Wang Training and Utilization

Supply Division (SD)

- Update GSA-Leased Vehicle Inventory and Establish Vehicle Records in the FARS Minicomputer System for Financial Tracking in Conjunction with OF*#

[redacted]

- Implement Bar Coding [redacted]

- In Coordination with P&PD, Prepare a Briefing Film on Supply Division Organization/Activity at Headquarters and in the Field**

- Establish In-house Wang Program for Control of Shipping Indicators

- Establish a Data Base in Wang VM to Utilize as a Master Station list in P&PS/CD Detailing All Pertinent Shipping, Marking, and Packing Specifications

- To Initiate a Multi-year Plan to Improve and Upgrade the Physical Plant and Working and Operating Conditions of the [redacted] Beginning in FY 85.

- Upgrade Wang Training and Utilization

*Carried over from FY 1984
+Cancelled
#Completed

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ROUTING AND RECORD SHEET					
SUBJECT: (Optional) Office of Logistics FY 85 First Quarterly Planning Conference					
FROM: <input type="text"/> Chief, Information and Management Support Staff, OL		EXTENSION	NO.		
			DATE 4 JAN 1985		
	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	AED EO/OL	114	114	aa AK	<p>Attached for your review and approval are recommended topics for the First Quarterly Planning Conference with the DDA, scheduled for 13 February 1985, 0930 hours. Our recommendations are based on the activities scheduled for accomplishment in the first quarter.</p> <p>Attached also, for your information, is a list of the FY 85 Directorate Level Objectives.</p> <p>We will proceed with conference planning after receipt of your response.</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 20px auto;"></div>
2.	DD/L				
3.	D/L				
4.					
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14.					
15.					

RECOMMENDED TOPICS

OFFICE OF LOGISTICS FY 85 FIRST QUARTERLY PLANNING CONFERENCE

OBJECTIVE

PRESENTER

~~Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs.~~

~~Not yet~~

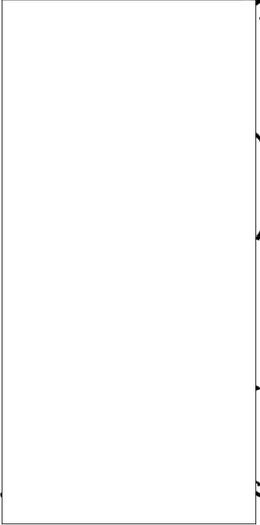
✓ P/S
Initiate a Recruitment Program to Ensure that OL is at Ceiling on 30 September 1985.

~~Develop a Student Intern Program as a Recruitment Tool.~~

✓ HOME
Establish a Configuration Management System.

✓ PD
Improve Vendor Delivery.

✓ SD
Examine Agency Type II Property Accounting System.
mbo being redirected per f. Wiley 98.



see in the other notes



suggested items: proposed taken

✓ RECD
- RECD - Status of external bldg taken
- Update on capitula renovation - HOME
- Update on o/r plans no.

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FY 85 DIRECTORATE LEVEL OBJECTIVES

New Building Project Office (NBPO)

- New Building Construction (Office level)*
- Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers* (Office level)
- Develop a Transportation Plan for the Operation of the Consolidated Headquarters (Office level)
- Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs (Office level)

Information and Management Support Staff (IMSS)

- Establish Overseas Personal Computer Capabilities* (Office level)
- Develop and Implement the Logistics Integrated Management System (LIMS)* (Office level)

Personnel and Training Staff (P&TS)

- Initiate a Recruitment Program to Ensure That OL is at Ceiling in All Critical Areas on 30 September 1985. (Office level)
- Develop a Student Intern Program as a Recruitment Tool (Office level)

Procurement Management Staff (PMS)

- Convert General Provisions Used in Agency Contracts from DAR to FAR* (Office level)

Security staff (SS)

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Establish a Configuration Management System (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

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FY 85 DIRECTORATE LEVEL OBJECTIVES

- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS* (Office level)
- Implement the DDA's Quality of Life Program at Headquarters Building* #(Office level)
- Implement the Agency Takeover of M&O of Headquarters Facilities from GSA* (Office level)
- Identify a Specific Orientation, Training Campaign That will Enhance the Service-Oriented Image of the Office of Logistics (Office level)
- Establish a Centralized OL Support Center (Office level)

Printing and Photography Division (P&PD)

- Complete Implementation of P&PD Prepress System Basic Operating Capability (2-year project)* (Office level)
- Explore Available and Emerging Methods for Improved Document Control (Office level)
- Conduct a Base Line Survey of all P&PD Requirements and Establish Benchmarks For Current Capability. The results of the survey will be used to gauge anticipated impact of the opening of the New Headquarters Building and to categorize work as a potential for contracting out (Office level)
- Provide Electronic Interfacing for Computer Graphics Enhancements Between VM and P&PD Graphic Design Recorders. (Office level)

Procurement Division (PD)

- Improve Vendor Delivery (Office level)
- Enhance Current Efforts to Reduce Contract Settlement Backlog --joint MBO with OF (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

FY 85 DIRECTORATE LEVEL OBJECTIVES

Real Estate and Construction Division (RECD)

- Continue with Design and Major Construction for General Upgrading and Expansion [] (Office level)

Supply Division (SD)

- Examine Agency Type II Property Accounting System--joint with OF and IG (Office level)
- Consolidate Agency Repair and Return (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

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